Director of National Intelligence

Implementation Profile for Information Resource Metadata (HTML Encoding): Developer's Guide & Data Element Dictionary, version 1.0

Supersedes *Intelligence Community Standard for Resource Metadata: Application Profile for Discovery, HTML Implementation*, version 3 Errata, 7 March 2006 and all prior versions

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1 Introduction

1.1 Components of this Implementation Profile

This Implementation Profile consists of this combined Developer's Guide and Data Element Dictionary, and *Implementation Profile Supplement: Value Enumerations*.

1.1.1 Developer's Guide

The Developer's Guide addresses the technical implementation details for this HTML encoding. The topics that are detailed in the following sections include:

- HTML Encoding Guidelines
- Metadata Elements
- Mapping of Conceptual Elements to Physical HTML Structures
- Example of an HTML document with Metadata Tags
- IC Metadata Versioning Guidelines
- Tag Sequence and Clustering
- Mandatory Metadata
- Populating Security Metadata
- Special Values
- Repeatable Metadata
- Delimited content Values
- Domain-specific Metadata Content
- Electronic Metadata and HTML Link Elements

1.1.2 Data Element Dictionary

The Data Element Dictionary provides formal definitions of the data elements that comprise this Implementation Profile. The definitions establish the name, semantics, data type, data representation, domain value set and/or permissible values for each of the data elements.

1.2 Normative and Informative Components

Both this Developer's Guide and Data Element Dictionary, and *Implementation Profile Supplement: Value Enumerations* are normative for this Implementation Profile.

1.3 Typographic conventions

Certain typography is used throughout the body of this document to convey certain meanings, in particular:

- *Italics* – A title of a referenced work or a specialized or emphasized term.

- Underscore – An IC Standard metadata concept.
- **Bold** – An XML element or attribute.

2 Development Guidance

This implementation expands and refines the conceptual elements defined in the *ICS for Information Resource Metadata*, resulting in a physical model for information resource metadata within HTML intelligence content. The HTML **meta** element provides a standard format for applying metadata to HTML documents shared between producers and consumers. This Implementation Profile is an implementation of the World Wide Web Consortium's (W3C) specification of HTML. The standard uses the **meta** element as defined in the W3C HTML 4.01 Recommendation.

2.1 HTML Encoding Guidelines

This profile is an implementation of the W3C HTML **meta** element (e.g., tag) specification. Each piece of metadata is represented by a **meta** element in the **head** of the HTML document. The attribute **name** and **content** are used to store values. All **meta** elements will be of the format:

```
<meta name="IL.{xxx}" content="{yyy}">
```

Throughout this document the term *metadata element* is used to refer to a **meta** element with a **name** attribute populated with a specific value. For example, the metadata element **IL.secur.classif** refers to a **meta** element with a **name** of **IL.secur.classif**. This shorthand technique simplifies references to the different metadata discussed. In the example above, within the **name** attribute, the prefix {IL.} designates a metadata element prescribed by this Implementation Profile and {xxx**}** represents the name of the specific metadata element. The value of the **content** attribute is represented by {yyy}.

Note that lowercase is used for the **meta** element name and its attribute names—**name** and **content**. This lowercasing is purposeful to ensure compatibility with both HTML and XHTML document type definitions. The sequence of the attributes is not significant. In the above example, **name** is specified before **content**, but the two attributes could be reversed.

This implementation focuses on the **meta** element attributes **name** and **content**, though the W3C HTML recommendation offers four additional attributes—**http-equiv**, **scheme**, **lang**, and **dir**. These four additional attributes should not be used for the **meta** elements specified in this Implementation Profile. Most applications in the IC do not make use of these additional attributes.

With some exceptions, metadata elements which are not applicable to a particular product can be:

- Omitted, or
- Contain the word “none”, “None”, or “NONE”, or
- Have a null value (nothing between the double quotes after **content=**).

This practice allows production centers to create non-product-specific templates or template generators. Some important exceptions discussed in the following sections prohibit the use of a null value for any security metadata and the use of “none” for the element **IL.secur.declassmanualreview**.

For more information on HTML **meta** elements, refer to Section 7.4.4 on metadata in the *W3C HTML 4.01 Recommendation* at http://www.w3.org/TR/1999/REC-html401-19991224/.

2.2 Metadata Elements

This Implementation Profile defines metadata elements. The primary metadata elements are listed in Table 1 and include the metadata element name found within the **meta** element’s **name** attribute value and a definition. This information is also expanded in Section 2.14.

A list of extension metadata elements is available in Table 2. The extension metadata elements are a class of optional metadata elements that originated within the MASINT community, but which have applicability to more than one intelligence discipline. Therefore, they were deemed valuable to include in the interest in standardization. This information is also expanded in Section 2.14.

Table 1. Metadata Elements

Metadata Element Name	Definition
IL.agency	The name or acronym of the organization or agency with which the originating author is associated or the entity responsible for making the resource available.
IL.applicationtitle	The identification, including name and version, of the software application that was used to create the resource.
IL.copyright	An assertion that some or all information in the resource is copyrighted.
IL.country	A country or countries that are the subject of a document.
IL.cutdate	The cutoff date for information in a product.
IL.docid	A document identification label that is unique within the records management system of the producing organization.
IL.format	The Multipurpose Internet Mail Extension (MIME) type for the referenced data object.
IL.itype	Specification of an intelligence discipline to which a document applies.
IL.keyword	One or more words, phrases, acronyms or standard abbreviations that reflect the overall substance of a document or a main topic of discussion.

Metadata Element Name	Definition
IL.poc	Contact information for a person, office or group that understands the published information or who acts as a clearinghouse for requests for information.
IL.postdate	The date and time a product is posted, expressed in Coordinated Universal Time (UTC).
IL.privacyact	An assertion that the resource is categorized as containing personal information subject to protection by the Privacy Act of 1974, 5 U.S.C. Section 552a.
IL.productline	A description of an agency- or discipline-specific suite of products.
IL.pubdate	The date and, optionally, time of first public dissemination of the content in any media, expressed in Coordinated Universal Time (UTC).
IL.secur.classif	Highest level of classification applicable to an information resource or portion within the domain of classified national security information.
IL.secur.ctrl	The special compartmented intelligence control system(s) applicable to a resource.
IL.secur.declassmanualreview (deprecated)	An indication of a requirement for manual review prior to declassification, over and above the rules prescribed in CAPCO guidelines.
IL.secur.declasson	A specific date, or a description of an event, or one or more exemption codes governing declassification of the resource.
IL.secur.dissem	Dissemination controls as designated by CAPCO Register.
IL.secur.fgi	Specification of the presence of foreign government-owned information in a document.
IL.secur.nonic	Dissemination controls authorized for use by entities in other than Intelligence Community applications as designated by the CAPCO Register.
IL.secur.ownerproducer	The national government or international organization owner(s) and/or producer(s) of a resource.
IL.secur.relto	The country (ies) and/or international organization(s) to which classified information may be released based on the determination of an originator in accordance with established foreign disclosure procedures.
IL.secur.saridentifier	Registered trigraphic or digraphic code(s) for defense or intelligence programs for which special access is required.
IL.subcode.xxx	A subject code assigned to a document in accordance with an approved subject code taxonomy.
IL.summary	A short description of the product content and any bottom line point the product is trying to portray.
IL.title	A primary title of a resource.
IL.url	An absolute Uniform Resource Locator (URL) for the referenced data object.
IL.validtil	The date/time when a product should be removed from a registry or index, expressed in Coordinated Universal Time (UTC).
IL.vitalrec	An assertion that the resource is or is not categorized as a vital record by the originating agency.

Table 2. Extension Metadata Elements

Metadata Element Name	Definition
IL.analysistool	The name and version of an analytical/software tool used to process the data in the resource.
IL.datetime.point	An instant in time (expressed in Coordinated Universal Time) associated with the collection, processing or exploitation of data.
IL.datetime.range	The segment of time between two time points (expressed in Coordinated Universal Time) associated with the collection, processing or exploitation of data.
IL.designatedactivity	The name of an activity, exercise, or operation with which the resource is associated.
IL.itype.subdiscipline	An Intelligence Type sub-discipline used in the collection and analysis of the data and preparation of a resource.
IL.reportphase	The stage of reporting as determined by the amount of detailed exploitation and time necessary to produce the desired resource.
IL.requirement	A tasking requirement identifier, qualified by the associated requirement system.
IL.sensor	The nomenclature of a sensor used in the collection process.

2.3 Mapping of Conceptual Elements to Physical HTML Structures

The mapping of conceptual elements from the *ICS for Information Resource Metadata* into the corresponding physical HTML structures is shown in Table 3. This is provided for reference only. The data in the columns "ICS Concept" and "ICS Definition" are taken directly from the ICS. The complete set of Implementation Profile artifacts, both normative and informative, should be consulted.

This mapping and the mappings in other Implementation Profiles of this ICS provide a starting point for the development of automated transformations between formats defined by Implementation Profiles. It is important to note that these automated transformations will not ensure data loss due to the varying requirements and capabilities of the formats.

Table 3. Mapping of Conceptual Elements to Physical HTML Metadata Elements

ICS Concept	ICS Definition	HTML Metadata Element
Contributor	An entity responsible for making contributions to the resource. Examples of Contributor include a person, an organization, or a service. Typically, the name of a Contributor should be used to indicate the entity.	**IL.agency** **IL.poc**
Coverage	The spatial, temporal [or virtual] topic of the resource, the spatial [or virtual] applicability of the resource, or the jurisdiction under which the resource is relevant. Spatial topic may be a named place or a location specified by its geographic coordinates. Temporal period may be a named period, date, or date range. Virtual topic may be a named place or a location specified using a network or email address. A jurisdiction may be a named administrative entity or a geographic place to which the resource applies. Recommended best practice is to use a controlled vocabulary such as the Thesaurus of Geographic Names (TGN) or the NGA Geographic Names Server (GNS) as sanctioned by the United States Board on Geographic Names. Where appropriate, named places or time periods can be used in preference to numeric identifiers such as sets of coordinates or date ranges.	**IL.country**
Creator	An entity primarily responsible for making the resource. Examples of Creator include a person, an organization, or a service. Typically, the name of a creator should be used to indicate the entity.	**IL.agency** **IL.poc**
Date	A point or period of time associated with an event in the lifecycle of the resource. Date may be used to express temporal information at any level of granularity. Recommended best practice is to use an encoding scheme, such as the W3CDTF profile of ISO 8601. Typically, date will be associated with the creation or availability of the resource.	**IL.cutdate** **IL.postdate** **IL.validtil** **IL.pubdate**
Description	An account of the resource. Description may include but is not limited to: an abstract, a table of contents, a graphical representation, or a free-text account of the resource.	**IL.summary**
Format	The file format, physical medium, or dimensions of the resource. Examples of dimensions include size and duration. Recommended best practice is to use a controlled vocabulary such as the list of Internet Media Types (MIME). Format may be used to identify the software, hardware, or other equipment needed to display or operate the resource.	**IL.applicationtitle** **IL.format**

ICS Concept	ICS Definition	HTML Metadata Element
Identifier	An unambiguous reference to the resource within a given context. Recommended best practice is to identify the resource by means of a string conforming to a formal identification system. Formal identification systems include but are not limited to the Uniform Resource Identifier (URI) (including the Uniform Resource Locator (URL)), the Digital Object Identifier (DOI), and the International Standard Book Number (ISBN).	**IL.docid** **IL.url**
Language	A language of the resource. Recommended best practice is to use a controlled vocabulary such as RFC 3066, *Tags for the Identification of Languages*, which specifies use of ISO 639-2, *Codes for the Representation of Names of Languages*, three character language code, with an optional appended ISO 3166-1, *Codes for the representation of names of countries and their subdivisions*, two character country code. For example: "eng-US" or "eng-UK."	No mapping at present.
Publisher	An entity responsible for making the resource available. Examples of a Publisher include a person, an organization, or a service. Typically, the name of a Publisher should be used to indicate the entity.	**IL.agency** **IL.poc**
Relation	A related resource. Recommended best practice is to identify the referenced resource by means of a label or number conforming to a formal identification system.	Use HTML **link** element.
Rights	Information about rights held in and over the resource. Typically, rights will contain a rights management statement for the resource, or reference a service providing such information. Rights information often encompasses Intellectual Property Rights (IPR), Copyright, and various Property Rights. If the rights element is absent, no assumptions may be made about any rights held in or over the resource.	**IL.copyright** **IL.privacyact** **IL.vitalrec**
Resource Security Mark	The overall security classification and security handling instructions carried by the resource. Resource Security Mark applies to the resource-level classification, SCI controls, dissemination controls, non-IC markings, and other security provisions prescribed by Executive Order 12958, as amended, the Information Security Oversight Office (ISOO) Directive 1 of the National Archives and Records Administration, and the Intelligence Community marking standard maintained by the Controlled Access Program Coordination Office (CAPCO). These values are prominently presented, in the case of intelligence publications, at the top and bottom of every page and in other specified locations. See the *Intelligence Community Standard for Information Security Marking Metadata* for refinements of this conceptual element.	**IL.secur.classif** **IL.secur.declassmanualreview** (deprecated) **IL.secur.declasson** **IL.secur.dissem** **IL.secur.fgi** **IL.secur.nonic** **IL.secur.ownerproducer** **IL.secur.relto** **IL.secur.ctrl** **IL.secur.saridentifier**
Source	The resource from which the described resource is derived. The described resource may be derived from the related resource in whole or in part. Recommended best practice is to identify the related resource by means of a string conforming to a formal identification system.	No mapping at present.

ICS Concept	ICS Definition	HTML Metadata Element
Subject	A topic of the resource. Typically, the topic will be represented using keywords, key phrases, or classification codes. Recommended best practice is to use a controlled vocabulary. To describe the spatial, temporal or virtual topic of the resource, use the Coverage element.	**IL.keyword** **IL.subcode.xxx**
Title	A name given to the resource. Typically, a Title will be a name by which the resource is formally known.	**IL.title**
Type	The nature or genre of the content of the resource. The Type includes terms describing general categories, functions, genres, or aggregation levels for content. Examples of Types include publication forms (e.g., reports or articles) and intelligence disciplines (e.g., SIGINT, MASINT, HUMINT). Recommended best practice is to use a controlled vocabulary. To describe the file format, physical medium, or dimensions of the resource, use the Format element.	**IL.itype** **IL.productline**

2.4 Specifying this Version of the Standard

A versioning data element enables users to distinguish this metadata model from past versions. The versioning data element is implemented differently from other metadata elements in the specification. To indicate that a document is using this edition of the metadata standard, use the **profile** attribute of the HTML **head** element. The **profile** attribute was defined for this exact purpose in the W3C HTML Recommendation.

```
<head profile="urn:us:gov:ic:html:v3">
    <title>(U) IC HTML Document (UNCLASSIFIED)</title>
    <meta name="IL.secur.classif" content="U">
    <meta name="IL.secur.ownerproducer" content="USA">
    <meta name="IL.secur.ctrl" content="none">
    …
</head>
```

In the above example, the **profile** attribute specifies a value of "urn:us:gov:ic:html:v3" which indicates that the metadata profile being used complies with this version of the profile. The **profile** attribute may be used to indicate the applicability of previous versions; for example, assign the value "urn:us:gov:ic:html:v2" for the 2001 edition.

For more information on Uniform Resource Names (URN) naming conventions, see the *XML.Gov Namespace Policy Recommendation* at http://xml.gov/documents/completed/lmi/GS301L1_namespace.pdf.

For more information on the **profile** attribute of the **head** element, refer to Section 7.4.4 on metadata profiles in the *W3C HTML 4.01 Recommendation* at http://www.w3.org/TR/1999/REC-html401-19991224/.

2.5 Tag Sequence and Clustering

Tag sequencing and clustering is not required. The metadata elements can be applied in any order desired.

2.6 Mandatory, Optional, and Conditional Metadata

All metadata elements are defined as mandatory, optional, or conditional as shown in Table 4.

Table 4. Mandatory, Optional, or Conditional Metadata Elements

Mandatory	Optional	Conditional
IL.secur.classif **IL.secur.ownerproducer**	**IL.agency** **IL.analysistool** **IL.applicationtitle** **IL.copyright** **IL.country** **IL.cutdate** **IL.datetime.point** **IL.datetime.range** **IL.designatedactivity** **IL.docid** **IL.format** **IL.itype** **IL.itype.subdiscipline** **IL.keyword** **IL.poc** **IL.postdate** **IL.privacyact** **IL.productline** **IL.pubdate** **IL.reportphase** **IL.requirement** **IL.sensor** **IL.subcode.xxx** **IL.summary** **IL.title** **IL.validtil** **IL.vitalrec** **IL.url**	**IL.secur.declassmanualreview** (deprecated) **IL.secur.declasson** **IL.secur.dissem** **IL.secur.fgi** **IL.secur.nonic** **IL.secur.relto** **IL.secur.ctrl** **IL.secur.saridentifier**

Some applications in the IC expect additional metadata elements to be mandatory. Metadata-enabled Intelink services offered by the Office of the Director of National Intelligence (ODNI) expect **IL.title**, **IL.keyword**, **IL.agency**, **IL.poc**, **IL.postdate**, and **IL.cutdate**. In addition, the Defense Intelligence Agency (DIA) at one time required **IL.country** and **IL.subcode.ifc**. Consult system-specific guidance that applies restrictions over and above those documented herein to the usage of these elements. General recommendation is to use as many of these metadata elements as possible in order to improve the discoverability of the information resource.

2.7 Special Values

Some metadata elements may be populated with special values. The special values convey a different semantic meaning within the context of each metadata element. Some of the special values may be applied to any of the metadata elements defined in this publication. A number of the special values may only be applied to specific metadata elements.

The special values are:

- Literal string "None" (or "none" or "NONE"),
- Null value,
- Literal string "WWW," and
- Literal string "Unknown."

Again, not all of these special values are applicable to each metadata element. To be certain about which special values are applicable, refer to the Data Element Definition table for that data element.

2.7.1 "None" and Null Value

The literal value "None" may be applied to security marking elements that do not apply.

The literal value "None" or a null value may be applied to any other metadata element where the element is not applicable to the product. The preferred approach for a metadata element that is inapplicable is to simply omit it.

The value "None" is not meant to be case-sensitive. So, values such as "none" and "NONE" are also valid. A null value is indicated by having no value between the quotes of the "content" attribute. Below is an example showing a null value:

```
<meta name="IL.keyword" content="">
```

Null values are not permitted for security marking elements. See more on this in Section 2.11.

2.7.2 "WWW"

The special value "WWW" may be applied to the metadata element **IL.country**. The "WWW" value extends the list of country codes for the purpose of designating worldwide coverage. The "WorldWide" value is not unique to this publication. The CIA World Factbook includes a value for "WorldWide" as well. There are a number of other metadata elements defined in this Implementation Profile that apply the country and

international organization value enumerations, but the "WWW" special value should only be used with element **IL.country**.

2.7.3 "Unknown"

The special value "Unknown" may be applied to the metadata elements **IL.cutdate** and **IL.secur.fgi**. In the case of **IL.cutdate**, the value "Unknown" would be used in lieu of a date. In the case of **IL.secur.fgi**, the value "Unknown" would be used in lieu of a valid country or international organization code.

2.8 Repeatable Metadata

This Implementation Profile defines each metadata element as a single-occurrence element or a repeatable element. The repeatable nature of each metadata element may also be referred to as that element's *cardinality*. The cardinality of each metadata element may be best determined from Table 5.

Table 5. Single Occurrence or Repeatable Metadata Elements

Single Occurrence	Repeatable
IL.agency	**IL.analysistool**
IL.applicationtitle	**IL.country**
IL.copyright	**IL.datetime.point**
IL.cutdate	**IL.datetime.range**
IL.format	**IL.designatedactivity**
IL.privacyact	**IL.docid**
IL.postdate	**IL.itype**
IL.pubdate	**IL.itype.subdiscipline**
IL.secur.classif	**IL.keyword**
IL.secur.declassmanualreview (deprecated)	**IL.poc**
IL.secur.declasson	**IL.productline**
IL.secur.ownerproducer	**IL.requirement**
IL.secur.saridentifier	**IL.secur.ctrl**
IL.reportphase	**IL.secur.dissem**
IL.summary	**IL.secur.fgi**
IL.title	**IL.secur.nonic**
IL.url	**IL.secur.relto**
IL.validtil	**IL.sensor**
IL.vitalrec	**IL.subcode.xxx**

An important point to note is that this profile specifies three different methods to implement repeatable metadata elements within a single HTML document instance:

- Multiple **meta** elements,

- Multi-valued **content** attribute, or
- Combination method.

A metadata element only needs to repeat if there are multiple values that need to be captured. With the exception of **IL.poc**, every repeatable metadata element may apply any of the three implementation methods. The **IL.poc** element may only implement the multiple **meta** element method; due to the complex nature of the values, different point-of-contact information can not be represented by the multi-valued **content** attribute method (see discussion of Delimited Values). Although the complex metadata value of **IL.poc** may use commas to delimit the sub-values, each sub-value represents a semantically different part of the metadata element.

2.8.1 Multiple "meta" Elements

The first method of implementing a repeatable metadata element is by repeating the HTML **meta** element. Each repetition of the **meta** element will apply the same value for **name** attribute while the **content** attribute varies.

```
<meta name="IL.docid" content="mid-182-96">
<meta name="IL.docid" content="wtp95-10002">
<meta name="IL.docid" content="DI92-012">
<meta name="IL.docid" content="IIR 1 234 5678 97">
<meta name="IL.docid" content="3/OO/1234-97">
```

The example above shows the **IL.docid** metadata element repeated five times. The value assigned to the **content** attribute varies. In this case, the HTML document is assigned five different document identifiers.

An advantage of the multiple **meta** element method is that the character length of the value of the **content** attribute can be kept small. For practical purposes, to work within the constraints of some HTML applications, an upper limit of 1,024 characters for attribute values is appropriate. In addition, this method obviates the need to parse the **content** text for comma-delimited values.

2.8.2 Multi-valued "content" Attribute

The second method of implementing a repeatable metadata element is by listing the multiple values as a delimited list within the **content** attribute of the HTML **meta** tag. For each data element that applies this method, there is a single **meta** tag with a **name** attribute and **content** attribute. The **content** attribute implements a comma-delimited syntax to list the multiple values. One or more space-characters may be included after each comma delimiter. However, the space-characters should be interpreted as white-

space that does not affect the actual values. To make the most of the 1,024-character length limitation, white space should be avoided.

```
<meta name="IL.country" content="USA,AUS,GBR">
```

The example above shows the **IL.country** metadata element with three different values. The three values assigned to the **content** attribute are delimited with commas. In this case, the HTML document is assigned three different country codes. The following method, with spaces, is acceptable for readability though less preferred due to the unnecessary use of characters.

```
<meta name="IL.country" content="USA, AUS, GBR">
```

Note that metadata elements that apply the delimited **content** method may also apply the first method, repeating **meta** elements. Also, note that the use of comma delimiters to separate individual keywords and to specify phrases will not affect the matching algorithms for search engines. Although search engine interfaces allow users to couple keywords together, usually with the use of quotation marks, these searches do not rely on the commas to notate specific searchable phrases. Search engine indexing applications will treat all non-alphanumeric characters (with the exception of underscores in some cases) as white space. So, when a comma delimiter is used in the metadata, the commas will be treated the same as a space-character. Efforts to create phrases in the metadata might only affect exact matching searches which are necessarily sensitive to the keywords occurring together and in the order typed by the search user.

2.8.3 Combination Method

The third method of representing multiple values for a repeatable metadata element is the combined use of the multiple **meta** element method and the multi-valued **content** attribute method. The application of these two methods means that a **meta** element is repeated with the same **name** value and that at least one of the associated **content** attributes contains comma delimited data. One reason for applying the combination method is to work around the recommended 1,024-character limit for the length of an attribute value. If the length of data for a metadata element exceeds that limit, one or more additional **meta** elements can be used to capture the additional data.

```
<meta name="IL.keyword" content="keyword1,keyword2,keyword3">
<meta name="IL.keyword" content="keyword4,keyword5,keyword6">
```

```
<meta name="IL.keyword" content="keyword7">
```

The example above shows the **IL.keyword** metadata element with seven different values. The seven values assigned to three **meta** elements have **content** attribute values that are delimited using commas. In this case, the HTML document is assigned seven different keywords.

2.8.4 Best Practice Recommendations

The previous sections provided three possible technical implementations for representing repeatable metadata. These specifications are provided in accordance with W3C HTML recommendations. However, the reality of current software applications suggests a stricter implementation:

- Single **meta** elements
- 160-character limit for **content** attribute values
- Minimal number of keywords and keyword phrases

This stricter implementation is meant to address a broad set of behaviors exhibited by HTML search engine software. Some search engine software will only support single instances of a **meta** element with the same **name** attribute value. In cases where the **meta** element is repeated, the search engine will, for example, only index the content of the last instance of a **meta** element. So, any other **meta** element instance beside the one that is indexed is not included in any user searches. There are search engines capable of indexing multiple instances of the same **meta** element in an HTML document, but that is not the case with all applications.

Although it has been suggested above that attribute values should not exceed 1,024 characters, a search engine may only use the first 160-charaters of the **content** attribute value for partial match searching. The 160-character limit becomes an issue with, for example, exact match searching algorithms. Exact match searches only return those resources that use the keyword exactly as typed by the user. Partial match searches return all resources that contain the individual keywords but not necessarily occurring together or in the order typed by the user.

With keyword metadata in particular, some search engines assign a lower relevancy rating to HTML documents with a large number of keywords when identifying a keyword match. A matched keyword carries a higher value when the matched keyword represents a large percentage of the total keyword data in the document. This keyword density algorithm is commonly applied by search engines for both the HTML metadata and the document content.

These best practices seek to provide implementation recommendations based on the behavior of existing HTML search engines used within the IC. These recommendations do not reflect the technical specifications published by the W3C, but the state of software applications used within the current environment.

2.9 Delimited Values

As previously mentioned, a Point of Contact (**IL.poc**) is typically a complex data value; therefore, the multiple **meta** element method must be used when there are multiple points of contact. To improve the ability of some systems to parse and leverage more detailed levels of tagging associated with these complex data values, the **IL.poc** value can be further delimited.

Use of the following prefixes, though optional, is recommended to facilitate automated parsing of the contact information:

- Surname: last name
- GivenName: first name and middle initial
- OfficeName: agency/office abbreviation
- PhoneNumber: commercial phone number
- DSN: DSN phone number
- JWICSemailAddress: JWICS e-mail address
- SIPRNETemailAddress: SIPRNET e-mail address

To use the prefixes, simply prepend the prefix followed by a colon and space in front of the value part and then follow the value part with a comma and space. Multiple value parts can be threaded together into a single **content** value using this method.

```
<meta name="IL.poc" content="Surname: Doe, GivenName: John Q.,
OfficeName: REA, PhoneNumber: (202)231-1234, DSN:428-1234,
JWICSemailAddress: didoejq@dia.ic.gov, SIPRNETemailAddress:
didoejq@dia.smil.mil">
```

2.10 Domain-specific Metadata Content

This Implementation Profile defines three methods for qualifying metadata element values. By qualifying the values, the domain context of a value may be explicitly specified. Not all metadata elements will require domain-specific content. The list of metadata elements that use domain-specific content includes.

- **IL.datetime.range**
- **IL.datetime.point**
- **IL.designatedactivity**

- **IL.itype.subdiscipline**
- **IL.productline**
- **IL.reportphase**
- **IL.requirement**
- **IL.secur.classif**
- **IL.secur.ownerproducer**
- **IL.secur.fgi**
- **IL.secur.relto**
- **IL.subcode.xxx**

2.10.1 Complementary Metadata Elements

The first method of qualifying content is through the use of two complementary metadata elements. In this case, the value of a metadata element is used to qualify that of a second metadata element. This publication defines two such pairs of data elements:

- **IL.secur.ownerproducer** qualifies **IL.secur.classif**
- **IL.secur.relto** qualifies **IL.secur.dissem**

In the above pairs of metadata elements, the domain qualifiers are **IL.secur.ownerproducer** and **IL.secur.relto**. The value for **IL.secur.ownerproducer** defines the domain context for **IL.secur.classif**. Similarly, the value for **IL.secur.relto** defines the domain context for one type of **IL.secur.dissem**.

2.10.2 Suffixed "name" Attribute

The second method of qualifying the domain context of a metadata element is by specifying the domain qualifier in the **name** attribute of a **meta** element. This method is applicable to the metadata element **IL.subcode.xxx** where the "xxx" represents the domain qualifier. The value of the domain qualifier is appended to the **IL.subcode** string using a period as a delimiter. Below is an example of this suffixing method:

```
<meta name="IL.subcode.be" content="0000DD0000">
```

In the example, the domain context is specified by the qualifier "be." The **content** value "0000DD0000" may be understood as a valid value in the Basic Encyclopedia domain. Other examples of valid domain qualifiers for **IL.subcode** include: "nipf," "ifc," "nsa," "state," "object." For more information on each of the domain qualifiers, refer to the value enumeration set called "Subject Code System Tokens." Note that this use of suffixes is meant to be extensible. Other extensions are expected to be added, as appropriate.

2.10.3 Prefixed "content" Attribute

The third method of qualifying the domain context of a metadata element is by specifying the domain qualifier in the **content** attribute of a **meta** element. This method is applicable to the metadata elements **IL.poc**, **IL.itype.subdiscipline**, **IL.requirement**, **IL.sensor**, **IL.productline**, **IL.reportphase**, **IL.datetime.range**, **IL.datetime.point**, and **IL.designatedactivity**. The value of the domain qualifier is prepended to the value of the **content** attribute using a colon mark as a delimiter. Below is an example of the prefixing method:

```
<meta name="IL.productline" content="MASINT:Multispectral Imagery
(MSI)">
```

In the example, the domain context is specified by the qualifier value "MASINT." The value "Multispectral Imagery (MSI)" may be understood as a value belonging to the "MASINT" domain. Each of the metadata elements that apply the prefixing method uses a defined value domain for the qualifier values. For more information on each of the domain qualifiers, refer to the respective value enumeration sets.

2.11 Security Metadata Elements

The Authorized Classifications and Control Markings Register, hereafter referred to as the CAPCO Classification Markings Register, is accessible from the CAPCO home page on Intelink at:

http://www.cms.ic.gov/capco

and from the CAPCO home page on Intelink-S at:

http://www.cms.cia.sgov.gov/capco/

NOTE: Authors should refer to the Intelink Security Policy, paragraph 3.1.4, and their own Community of Interest guidelines for directions on the posting of information that use compartments beyond SI/TK as well as dissemination controls. We recognize that some internal web environments may allow higher compartmented information than Intelink. Please refer to the CAPCO Classification Markings Register and the CAPCO Implementation Manual for explanations of all possible values.

2.11.1 Mandatory Security Metadata Elements

The classification and controls that apply to a resource dictate the security metadata elements that are required. Regardless of classification, the following two elements are required:

- **IL.secur.classif**
- **IL.secur.ownerproducer**

If a resource is classified, element **IL.secur.declasson** is also required. If caveats apply, the corresponding **IL.secur** elements are required.

2.11.2 Special Values

This Implementation Profile requires that the optional security metadata elements be (a) populated with an applicable value, or (b) specified with the value "none," or (c) completely omitted. This provision does not apply to Classification (**IL.secur.classif**) and Owner/Producer (**IL.secur.ownerproducer**), which are mandatory elements. Alternative (b) is meant for use by organizations that use preconfigured templates for the **meta** elements in which all of the possible security marking elements are represented.

It is not permissible to assign a null value to a security marking metadata element. When an element does not apply, either omit it or specify "none." By adhering to this rule, end-users will be able to clearly determine that the value of the security marking element is truly not applicable.

The metadata elements affected by this requirement are the following:

- **IL.secur.ctrl**
- **IL.secur.declassmanualreview**
- **IL.secur.declasson**
- **IL.secur.dissem**
- **IL.secur.fgi**
- **IL.secur.nonic**
- **IL.secur.relto**
- **IL.secur.saridentifier**

In the case of **IL.cutdate**, the value "Unknown" would be used in lieu of a date. In the case of **IL.secur.fgi**, the value "Unknown" would be used in lieu of a valid country or international organization code.

For metadata element **IL.secur.fgi**, it is important to note that the value "Unknown" should only be used in the digital production, pre-dissemination environment to signify that a document contains foreign government information, but that the provenance is unknown. When moving an HTML document with a value of "Unknown" for **IL.secur.fgi** outside the producing organization, the value "Unknown" should be converted to the CAPCO abbreviation "FGI." The value of "Unknown" is not meant to be case-sensitive. So, values such as "unknown" and "UNKNOWN" are also valid.

2.11.3 Tag Sequence

The security metadata tag sequence, in particular, matches the required CAPCO classification-marking sequence as displayed in the marking title used at the top and bottom of each page of a classified document. Applicable **IL.secur** metadata elements should be embedded in each file of a multiple file HTML product.

2.12 HTML Link Elements

The HTML **link** element is used in the document's **head** element to reference other media related to the HTML document. The purpose of this section is to clearly distinguish the use of information resource metadata-related elements from the use of HTML **link** elements.

The purpose of **IL.applicationtitle**, **IL.format**, and **IL.url** is to provide information about a resource that is external to the HTML document. This might be the case for a resource that is in a proprietary format, where the HTML document is used only to specify the metadata for the external resource. The **IL.applicationtitle** element captures the textual description of the software application used to generate the HTML document.

The purpose of HTML **link** elements is to express relationships between an HTML document and other electronic resources. The presence of **link** elements in an HTML document would convey that there are other electronic resources, such as style sheets for the HTML document or a print-ready version of the HTML document.

Similar to the HTML **meta** elements, HTML **link** elements are used in the **head** element of an HTML document.

```
<link type="application/pdf" href="/print/mydoc.pdf"
media="print">
```

The **link** element may be repeated several times to convey different link relationships between an HTML document and other electronic resources such as style sheets, XML versions of the document, and other file formats of the same document.

2.13 Guidelines for Defining Organization-specific Metadata

The metadata elements defined in this Implementation Profile have been recognized as metadata elements applicable across the IC. This profile does not seek to address metadata requirements specific to an organization or intelligence discipline. There are instances of implementations, however, where an organization requires the use of metadata elements beyond the scope of this profile. When such situations arise, an organization may define new metadata elements to address specific unique needs.

```
<meta name="CIA.elementName" content="value">
<meta name="CIA.DI.elementName" content="value">
<meta name="CIA.DO.elementName" content="value">
```

New metadata elements must be differentiated from those defined in this standard. The use of organization-specific prefixes will assure that any new metadata elements are distinguishable. The metadata elements defined in this profile, for example, apply the prefix "IL." as a part of the **name** attribute—**IL.secur.classif**, **IL.keyword**, etc. When defining new metadata elements, the appropriate organization or discipline acronym may be used in place of "IL." to assure proper differentiation. The example above uses the agency acronym "CIA." In addition, sub-organization acronyms may also be used by appending a period and the sub-organization's acronym to the preliminary prefix. The example above illustrates two sub-organizations under the CIA with the values "CIA.DI." and "CIA.DO." followed by the name of the element.

Before an organization identifies new metadata elements, the data element definitions in this standard should be carefully reviewed to avoid creation of duplicate elements with the same semantics. Whenever possible, a standard metadata element should be used over an organization's internally-defined element. New elements that may be applicable to other IC elements should be proposed as part of the profile via the specified configuration management process.

2.14 Unclassified Example of an HTML document with Metadata Elements

This HTML document contains examples of resource metadata from this specification. The document is unclassified. The classification and controls metadata is for illustration, only.

```
<!DOCTYPE HTML PUBLIC"-//W3C//DTD HTML 4.01 Final//EN">
<html>
<head profile="urn:us:gov:ic:html:v3">
<title>(U) Arms Transfers and Technology to Iraq (SECRET//FGI AUS,
GBR//ORCON/IMCON)</title>
<meta name="IL.secur.classif" content="SECRET">
<meta name="IL.secur.ownerproducer" content="USA">
<meta name="IL.secur.ctrl" content="SI,TK">
<meta name="IL.secur.saridentifier" content="none">
<meta name="IL.secur.fgi" content="AUS,GBR">
<meta name="IL.secur.dissem" content="ORCON, IMCON">
<meta name="IL.secur.relto" content="USA,GBR,KFOR,NATO">
<meta name="IL.secur.nonic" content="LIMDIS">
<meta name="IL.secur.declasson" content="25X2, 2030-12-31">
<meta name="IL.title" content="(U) Arms Transfers to Iraq">
<meta name="IL.docid" content="DIA-1225-001-01">
<meta name="IL.summary" content="(U) This article describes what the US
Intelligence Community knows about yesterday's events in Iraq.">
```

```
<meta name="IL.keyword" content="tank">
<meta name="IL.keyword" content="T-80">
<meta name="IL.country" content="IRQ">
<meta name="IL.subcode.ifc" content="1220">
<meta name="IL.agency" content="Defense Intelligence Agency (DIA)">
<meta name="IL.poc" content="John Doe, DIA SI 26, (202) 231-0000">
<meta name="IL.itype" content="HUMINT">
<meta name="IL.itype" content="SIGINT">
<meta name="IL.productline" content="Military Intelligence Digest">
<meta name="IL.pubdate" content="2001-01-10">
<meta name="IL.postdate" content="2001-01-12">
<meta name="IL.cutdate" content="2001-01-05">
<meta name="IL.validtil" content="2002-01-05">
<meta name="IL.privacyact" content="false">
<meta name="IL.vitalrec" content="true">
<meta name="IL.copyright" content="true">
<meta name="IL.applicationtitle" content="MS Frontpage 98">
<meta name="IL.format" content="text/html">
<meta name="IL.url"
content="http://www.agency.ic.gov/country/filename.htm">
<meta name="IL.itype.subdiscipline" content="HUMINT:Sub-discipline">
<meta name="IL.requirement" content="DIA.RFI:123-456-ABC">
<meta name="IL.sensor" content="(U) Sensor C">
<meta name="IL.reportphase" content="MASINT:Phase I">
<meta name="IL.datetime.range" content="Exploitation:2004-01-
26T14:06:00Z-2004-01-26T18:06:01Z">
<meta name="IL.datetime.point" content="Collection:2004-01-
22T21:02:03Z">
<meta name="IL.datetime.point" content="Exploitation:2004-01-25">
<meta name="IL.datetime.point" content="Processing:2004-01-
30T01:02:03.012Z">
<meta name="IL.analysistool" content="CASE EXEC version 3.1">
<meta name="IL.designatedactivity" content="Operation:Operation
Enduring Freedom">
<link rel="alternate" media="print" type="application/pdf"
href="http://www.agency.ic.gov/country/filename.pdf">
</head>
<body>
…
</body>
</html>
```

3 Data Element Dictionary

The metadata elements defined in this publication are described using the following terms:

- Metadata Element
  - Name: designation of the element by which it is distinguished.
  - Definition: plain text description of the element, including its content and attributes, and usage considerations.
- Value Description
  - Type: specification of a base data form (e.g., text, code, boolean, datetime). Note that HTML simply requires the **name** and **content** attributes to contain text strings. However, this profile specifies a type, where applicable, to provide further constraint. A typical web browser or HTML processing application will not enforce such constraints.
  - Layout: pattern of characters an element's value must follow.
  - Value Domain Name: identification of an applicable controlled vocabulary (documented in the *Implementation Profile Supplement: Value Enumerations*) from which values must be taken.
- Relationship
  - Related Metadata Reference: related element, or elements that may have a similar function but are semantically different.
  - Relationship/Type of Relationship: description of the nature of the relationship identified by the "Related Metadata Reference."
- Comment: remark(s) concerning the application of the data element or data element's attributes.

3.1 Metadata Elements

This section contains the metadata element definition tables for the primary metadata elements. The extension data elements are defined in the subsequent Section 3.2.

IL.agency		
Metadata Element		
	Name	IL.agency
	Definition	The name or acronym of the organization or agency with which the originating author is associated or the entity responsible for making the resource available.
	Examples	<meta name="IL.agency" content="Defense Intelligence Agency (DIA)"> <meta name="IL.agency" content="National Security Agency (NSA)/P7">
Value Description		
	Type	text
	Layout	Not applicable
	Value Enumeration Set	*IC Organization Acronyms*
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		

IL.applicationtitle		
Metadata Element		
	Name	IL.applicationtitle
	Definition	The identification, including name and version, of the software application that was used to create the resource.
	Examples	<meta name="IL.applicationtitle" content="CorelDraw Version 2.1"> <meta name="IL.applicationtitle" content="MS Word 2000">
Value Description		
	Type	text
	Layout	Not applicable
	Value Enumeration Set	Not applicable
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		This element applies, in particular, when the containing HTML document is a metadata record for an external, separate information resource such as a PDF file, spreadsheet or audio/visual file. In this case, do not use to describe the containing HTML file itself.

IL.copyright		
Metadata Element		
	Name	IL.copyright
	Definition	An assertion that some or all information in the resource is copyrighted.
	Examples	<meta name="IL.copyright" content="true"> <meta name="IL.copyright" content="false">
Value Description		
	Type	boolean
	Layout	Not applicable
	Value Enumeration Set	*Boolean Values*
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		Copyrighted information cannot be distributed without the express written permission of the copyright owner. This prohibition is binding on individuals and corporations, as well as the US Government. Specify "true" when applicable. Omit or specify "false" when inapplicable.

IL.country		
Metadata Element		
	Name	IL.country
	Definition	A country or countries that are the subject of a document.
	Examples	<meta name="IL.country" content="AFG, IRQ">
Value Description		
	Type	code(s)
	Layout	Not applicable
	Value Enumeration Set	*ISO 3166-1 Country Trigraph Codes* plus "WWW"
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		Specify a single value, a comma-delimited list of values, or multiple metadata elements. If inapplicable, omit this element or specify a value of "none." For a publication that contains worldwide information not limited to a country or countries, specify the string "WWW" (for worldwide). Examples of subjects where worldwide might be an appropriate code are narcotics, terrorism, ozone depletion, deforestation, epidemics.

IL.cutdate		
Metadata Element		
	Name	IL.cutdate
	Definition	The cutoff date for information in a product.
	Examples	A resource with an information cutoff date of April 30, 1997: <meta name="IL.cutdate" content="2006-04-30">
Value Description		
	Type	datetime (based on W3C profile ISO 8601)
	Layout	YYYY-MM-DD[Thh:mm[:ss[.sss]]Z]
	Value Enumeration Set	Not applicable
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		The W3C profile of ISO 8601 indicates if a date is specified, year, month and day are all required. Time is optional; if included, hours and minutes are required, while seconds and fractions of seconds are optional. Specify the special value "Unknown" in lieu of a datetime value when the cut-off date is unknown. The value of "Unknown" is not case-sensitive; therefore, values such as "unknown" and "UNKNOWN" are also valid.

IL.docid		
Metadata Element		
	Name	IL.docid
	Definition	A document identification label that is unique within the records management system of the producing organization.
	Examples	<meta name="IL.docid" content="mid-182-96"> <meta name="IL.docid" content="wtp95-10002"> <meta name="IL.docid" content="DI92-012">
Value Description		
	Type	text
	Layout	Not applicable
	Value Enumeration Set	Not applicable
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		Specify a single value, a comma-delimited list of values, or multiple metadata elements. If inapplicable, omit this element or specify a value of "none." Most search engines will ignore spaces, non-letter and non-numeric characters in the **content** attribute.

IL.format		
Metadata Element		
	Name	IL.format
	Definition	The Multipurpose Internet Mail Extension (MIME) type for the referenced data object
	Examples	<meta name="IL.format" content="image/jpeg"> <meta name="IL.format" content="application/pdf">
Value Description		
	Type	text
	Layout	Not applicable
	Value Enumeration Set	*MIME Types*
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		This element applies, in particular, when the containing HTML document is a metadata record for an external, separate information resource such as a PDF file, spreadsheet or audio/visual file. In this case, do not use to describe the containing HTML file itself.

IL.itype		
Metadata Element		
	Name	IL.itype
	Definition	Specification of an intelligence discipline to which a document applies.
	Examples	<meta name="IL.itype" content="HUMINT"> <meta name="IL.itype" content="HUMINT, SIGINT">
Value Description		
	Type	code(s)
	Layout	Not applicable
	Value Enumeration Set	*Intelligence Disciplines*
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		Specify a single value, a comma-delimited list of values, or multiple metadata elements. If inapplicable, omit this element or specify a value of "none."

IL.keyword		
Metadata Element		
	Name	IL.keyword
	Definition	One or more words, phrases, acronyms or standard abbreviations that reflect the overall substance of a document or a main topic of discussion.
	Examples	<meta name="IL.keyword" content="T-80"> <meta name="IL.keyword" content="tank"> <meta name="IL.keyword" content=" tank, T-80">
Value Description		
	Type	text
	Layout	Not applicable
	Value Enumeration Set	Not applicable
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		Specify a single value, a comma-delimited list of values, or multiple metadata elements. If inapplicable, omit this element or specify a value of "none."

IL.poc		
Metadata Element		
	Name	IL.poc
	Definition	Contact information for a person, office or group that understands the published information or who acts as a clearinghouse for requests for information.
	Examples	<meta name="IL.poc" content="Doe, John Q., REA, (202)231-1234, 428-1234"> <meta name="IL.poc" content="Surname: Doe, GivenName: John Q., OfficeName: REA, PhoneNumber: (202)231-1234, DSN:428-1234, JWICSemailAddress: didoejq@dia.ic.gov, SIPRNETemailAddress: didoejq@dia.smil.mil">
Value Description		
	Type	text
	Layout	See examples and comments.
	Value Enumeration Set	Not applicable
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		To identify multiple points of contact, use multiple instances of this element. A point of contact provided in this element is not necessarily the actual author of the product, but should be able to aid the reader in locating the author(s). Ideally the contact information should include phone number(s) and/or email address(es), as well as a person's name and office symbol. Use of the following prefixes, though optional, is recommended to facilitate automated parsing of the contact information: - Surname: last name - GivenName: first name and middle initial - OfficeName: agency/office abbreviation - PhoneNumber: commercial phone number - DSN: DSN phone number - JWICSemailAddress: JWICS e-mail address - SIPRNETemailAddress: SIPRNET e-mail address

IL.postdate		
Metadata Element		
	Name	IL.postdate
	Definition	The date and time a product is posted, expressed in Coordinated Universal Time (UTC).
	Examples	Example: a product posted on Intelink on July 4, 1997: <meta name="IL.postdate" content="1997-07-04"> Example: a product posted on Intelink on July 4, 1997 at 14:40:35 hours Zulu time: <meta name="IL.postdate" content="1997-07-04T14:40:35Z">
Value Description		
	Type	datetime (based on W3C profile ISO 8601)
	Layout	YYYY-MM-DD[Thh:mm[:ss[.sss]]Z]
	Value Enumeration Set	Not applicable
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		The W3C profile of ISO 8601 indicates if a date is specified, year, month and day are all required. Time is optional; if included, hours and minutes are required, while seconds and fractions of seconds are optional.

IL.privacyact		
Metadata Element		
	Name	IL.privacyact
	Definition	An assertion that the resource is categorized as containing personal information subject to protection by the Privacy Act of 1974, 5 U.S.C. Section 552a
	Examples	<meta name="IL.privacyact" content="true">
Value Description		
	Type	boolean
	Layout	Not applicable
	Value Enumeration Set	*Boolean Values*
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		Specify "true" when applicable. Omit or specify "false" when inapplicable.

IL.productline		
Metadata Element		
	Name	IL.productline
	Definition	A description of an agency- or discipline-specific suite of products.
	Examples	<meta name="IL.productline" content="Multispectral Imagery (MSI)"> <meta name="IL.productline" content="MASINT:Multispectral Imagery (MSI)"> <meta name="IL.productline" content="IMINT:First Look Report">
Value Description		
	Type	text
	Layout	Product Line Name or Qualified Product Line Name, where a value from *Intelligence Disciplines*, colon (:), space (" ") is prepended before the Product Line Name (see examples) The *Intelligence Disciplines* prefix is optional.
	Value Enumeration Set	*Intelligence Disciplines* used in Qualified Product Line Name
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		Specify a single value, a comma-delimited list of values, or multiple metadata elements. If inapplicable, omit this element or specify a value of "none."

IL.pubdate		
Metadata Element		
	Name	IL.pubdate
	Definition	The date and, optionally, time of first public dissemination of the content in any media, expressed in Coordinated Universal Time (UTC).
	Examples	<meta name="IL.pubdate" content="2002-08-15"> Date-time group of 122215Z JUN 97: <meta name="IL.pubdate" content="1997-06-12T22:15Z">
Value Description		
	Type	datetime (based on W3C profile ISO 8601)
	Layout	YYYY-MM-DD[Thh:mm[:ss[.sss]]Z]
	Value Enumeration Set	Not applicable
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		The W3C profile of ISO 8601 indicates if a date is specified, year, month and day are all required. Time is optional; if included, hours and minutes are required, while seconds and fractions of seconds are optional.

IL.secur.classif		
Metadata Element		
	Name	IL.secur.classif
	Definition	Highest level of classification applicable to an information resource or portion within the domain of classified national security information.
	Examples	<meta name="IL.secur.classif" content="TOP SECRET">
Value Description		
	Type	code
	Layout	Not applicable
	Value Enumeration Set	*US Classification Markings – Marking Titles* plus *NATO Classification Markings – Marking Titles* plus "UN RESTRICTED" plus additional non-US or Joint classification marking titles indicated by the inclusion of one or more *ISO 3166-1 Country Trigraph Codes* or *Registered International Organizations and Alliances Tetragraphs*.
Relationship		
	Related Metadata Reference	**IL.secur.ownerproducer**
	Type of Relationship	Qualified by
Comments		This data element is required in all documents. This data element is always used in conjunction with the **IL.secur.ownerproducer** metadata element. Taken together, the two elements specify the classification category and the type of classification (US, non-US, or Joint).

IL.secur.ctrl		
Metadata Element		
	Name	IL.secur.ctrl
	Definition	The special compartmented intelligence control system(s) applicable to a resource
	Examples	<meta name="IL.secur.ctrl" content="SI"> <meta name="IL.secur.ctrl" content="SI, TK"> <meta name="IL.secur.ctrl" content="none">
Value Description		
	Type	code(s)
	Layout	Not applicable
	Value Enumeration Set	*SCI Control System Markings – Authorized Portion Markings*
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		Specify a single value, a comma-delimited list of values, or multiple metadata elements. If inapplicable, omit this element or specify a value of "none."

IL.secur.declassmanualreview (deprecated)		
Metadata Element		
	Name	IL.secur.declassmanualreview
	Definition	An indication of a requirement for manual review prior to declassification, over and above the rules prescribed in CAPCO guidelines.
	Examples	<meta name="IL.secur.declassmanualreview" content="true">
Value Description		
	Type	boolean
	Layout	Not applicable
	Value Enumeration Set	*Boolean Values*
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		**NOTE:** This metadata element is deprecated per guidance specified in the 31 January 2008 version of the CAPCO Register which no longer requires declassification information in the security banner of a document. This element remains during the one year transitionary period; however, its use is discouraged. Additionally, use of the value "MR" in the declassification/classification block was never authorized for intelligence information. ISOO created the value "Source Marked MR" for derivative classifiers faced with determining a Declassify On date for a source document which incorrectly used "MR" in the declassification block. See the CAPCO Register and Information Security Oversight Office, National Archives and Records Administration, Marking Classified National Security Information Directive No. 1 for further instructions. If inapplicable, omit or use a value of "false."

IL.secur.declasson		
Metadata Element		
	Name	IL.secur.declasson
	Definition	A specific date, or a description of an event, or one or more exemption codes governing declassification of the resource.
	Examples	<meta name="IL.secur.declasson" content="2010-01-01"> <meta name="IL.secur.declasson" content="This is a text description of an event for declassification"> <meta name="IL.secur.declasson" content="25X2, 2030-12-31">
Value Description		
	Type	To represent a declassification date: date To represent a declassification event: text To represent an exemption: code
	Layout	YYYY-MM-DD (for a date)
	Value Enumeration Set	To represent a declassification exemption: *Exemption from 25-Year Automatic Declassification Markings* Valid declassification exemption only for documents dated before October 14, 1995: *Source Document Declassification Instruction Markings*
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		See the CAPCO Register and Information Security Oversight Office, National Archives and Records Administration, Marking Classified National Security Information Directive No. 1 for further instructions. This element must be used when the resource is classified. In other cases it should be omitted or specified as "none."

IL.secur.dissem		
Metadata Element		
	Name	IL.secur.dissem
	Definition	Dissemination controls as designated by CAPCO Register, except as noted in "Comments," below.
	Examples	<meta name="IL.secur.dissem" content="NOFORN"> <meta name="IL.secur.dissem" content="FOUO"> <meta name="IL.secur.dissem" content="ORCON, NOFORN">
Value Description		
	Type	code(s)
	Layout	Not applicable
	Value Enumeration Set	*Dissemination Control Markings – Authorized Portion Markings*
Relationship		
	Related Metadata Reference	**IL.secur.relto**
	Type of Relationship	Qualified by
Comments		Specify a single value, a comma-delimited list of values, or multiple metadata elements. If inapplicable, omit this element or specify a value of "none." The REL TO dissemination control marking is sufficiently unique that it is treated as a separate metadata element. See metadata element **IL.secur.relto**. Authors should refer to the Intelink-TS Security Policy, paragraph 3.1.4, and Community of Interest guidelines for directions on the posting of information that uses compartments beyond SI/TK as well as dissemination controls. It is recognized that some internal web environments may allow higher compartmented information than Intelink. Please refer to the CAPCO Register for explanations of all possible values.

IL.secur.fgi		
Metadata Element		
	Name	IL.secur.fgi
	Definition	Specification of the presence of foreign government-owned information in a document.
	Examples	<meta name="IL.secur.fgi" content="FGI"> <meta name="IL.secur.fgi" content="DEU,GBR">
Value Description		
	Type	code(s)
	Layout	Not applicable
	Value Enumeration Set	*ISO 3166-1 Country Trigraph Codes* *Registered International Organizations and Alliances Tetragraphs*
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		Specify a single value, a comma-delimited list of values, or multiple metadata elements. If inapplicable, omit this element or specify a value of "none." Specify "FGI" instead of a country code when the identity of a source country must be protected or is unknown. Specifying "Unknown" is allowed only in a pre-dissemination environment to signify that a document contains foreign government information, but that the provenance is unknown. The value of "Unknown" is not case-sensitive. So, values such as "unknown" and "UNKNOWN" are also valid.

IL.secur.nonic		
Metadata Element		
	Name	IL.secur.nonic
	Definition	Dissemination controls authorized for use by entities in other than Intelligence Community applications as designated by the CAPCO Register.
	Examples	<meta name="IL.secur.nonic" content="SPECAT"> <meta name="IL.secur.nonic" content="LIMDIS">
Value Description		
	Type	Not applicable
	Layout	Not applicable
	Value Enumeration Set	*Non-IC Markings – Authorized Portion Markings*
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		Specify a single value, a comma-delimited list of values, or multiple metadata elements. If inapplicable, omit this element or specify a value of "none."

IL.secur.ownerproducer		
Metadata Element		
	Name	IL.secur.ownerproducer
	Definition	The national government or international organization owner(s) and/or producer(s) of a resource.
	Examples	<meta name="IL.secur.ownerproducer" content="USA"> <meta name="IL.secur.ownerproducer" content="CAN"> <meta name="IL.secur.ownerproducer" content="CAN,GBR,USA">
Value Description		
	Type	code(s)
	Layout	Not applicable
	Value Enumeration Set	*ISO 3166-1 Country Trigraph Codes* plus *Registered International Organizations and Alliances Tetragraphs* plus "FGI"
Relationship		
	Related Metadata Reference	**IL.secur.classif**
	Type of Relationship	Qualifies
Comments		This data element is required in all documents. Specify a single value, or a comma-delimited list of values. The values should be listed in the order designated by the CAPCO Register. This data element is always used in conjunction with the **IL.secur.classif** metadata element. Taken together, the two elements specify the classification category and the type of classification (US, non-US, or Joint).

IL.secur.relto	
Metadata Element	
Name	IL.secur.relto
Definition	The country(ies) and/or international organization(s) to which classified information may be released based on the determination of an originator in accordance with established foreign disclosure procedures
Examples	A product releasable to the US, United Kingdom, New Zealand, and France: <meta name="IL.secur.relto" content="USA,FRA,GBR,NZL"> A product releasable to the US, United Kingdom, KFOR, and NATO: <meta name="IL.secur.relto" content="USA,GBR,KFOR,NATO">
Value Description	
Type	code(s)
Layout	Not applicable
Value Enumeration Set	*ISO 3166-1 Country Trigraph Codes* *Registered International Organizations and Alliances Tetragraphs*
Relationship	
Related Metadata Reference	**IL.secur.dissem**
Type of Relationship	Qualified by
Comments	The CAPCO Implementation Manual and Register identifies this element as a dissemination control (represented by the **IL.secur.dissem** metadata element). However, due to the importance of this element and the special nature of its value enumerations, it is defined as a separate metadata element. Specify a comma-delimited list of values (preferred) or multiple metadata elements. The value must have at least two values, namely "USA" and another. Likewise, if the multiple element method is used, there must be at least two elements. For US documents, preferred method is to specify as comma-delimited list consisting of "USA" and applicable country trigraphs and applicable registered international organization tetragraphs, if any. The values should be listed in the order designated by the CAPCO Register. If inapplicable, omit this element or specify a value of "none."

IL.secur.saridentifier		
Metadata Element		
	Name	IL.secur.saridentifier
	Definition	Registered trigraphic or digraphic code(s) for defense or intelligence programs for which special access is required.
	Examples	<meta name="IL.saridentifier" content="ABC">
Value Description		
	Type	code(s)
	Layout	Not applicable
	Value Enumeration Set	*Special Access Program Markings – Authorized Portion Markings*
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		Specify a single value, or a comma-delimited list of values. If inapplicable, omit this element or specify a value of "none."

IL.subcode.xxx		
Metadata Element		
	Name	IL.subcode.xxx
	Definition	A subject code assigned to a document in accordance with approved subject code taxonomies.
	Examples	A National Intelligence Priorities Framework topic code for counterintelligence: <meta name="IL.subcode.nipf" content="CINT"> An Intelligence Functional Code of 1011, Strategic Level Strategy Plans Doctrine and Threat: <meta name="IL.subcode.ifc" content="1011"> An NSA Topic Area Guide code for a product concerning Political Foreign Affairs: <meta name="IL.subcode.nsa" content="PFOR"> A Basic Encyclopedia number: <meta name="IL.subcode.be" content="0000DD0000"> A Defense Topic Area topic: <meta name="IL.subcode.dta" content="Leadership, Supporting Infrastructure">
Value Description		
	Type	code(s)
	Layout	The name attribute's value is "IL.subcode" appended with a trigraph representing an approved subject code system.
	Value Enumeration Set	**name** attribute contains a value from *Subject Code Systems* **content** attribute contains values defined in the many subject code system vocabularies maintained and made available by the subject code system owner.
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		Specify a single value, a comma-delimited list of values, or multiple metadata elements. If inapplicable, omit this element or specify a value of "none." Other subject code systems can be used as long as an on-line data file reference is provided.

IL.summary		
Metadata Element		
	Name	IL.summary
	Definition	A short description of the product content and any bottom line point the product is trying to portray.
	Examples	<meta name="IL.summary" content="(U) Metadata and product tags provide greater insight into the content and structure of information and facilitate discovery by query and retrieval tools (e.g., search engines). This document details the IC standard metadata tags for HTML documents.">
Value Description		
	Type	text
	Layout	Not applicable
	Value Enumeration Set	Not applicable
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		The content must begin with an appropriate portion mark and space.

IL.title		
Metadata Element		
	Name	IL.title
	Definition	A primary title of a resource.
	Examples	<meta name="IL.title" content="(U) The Swiss Navy">
Value Description		
	Type	text
	Layout	Not applicable
	Value Enumeration Set	Not applicable
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		The content must be preceded by a portion mark and space. Do not include additional information such as document numbers (also known as short titles), series or date of publication unless considered an integral part of the title. In the absence of an explicit title, the subject of the resource may be used. This element equates to the "subject" when used in a message. **NOTE:** This metadata element may contain the same information as the HTML **title** element, which is also required. However, the HTML **title** element must also include a marking title for the overall document as follows: <title>(U) The Swiss Navy (SECRET//NOFORN//25X1)</title> where "(U)" is the classification of the title text and "(SECRET//NOFORN//25X1)" is the marking of the document as a whole.

IL.url	
Metadata Element	
Name	IL.url
Definition	An absolute Uniform Resource Locator (URL) for the referenced data object.
Examples	<meta name="IL.url" content="http://www.iss.ic.gov/etf/medea_charter.html"> <meta name="IL.url" content="http://www.ismc.sgov.gov/drsurf/">
Value Description	
Type	absoluteURL
Layout	Not applicable
Value Enumeration Set	Not applicable
Relationship	
Related Metadata Reference	Not applicable
Type of Relationship	Not applicable
Comments	This element applies, in particular, when the containing HTML document is a metadata record for an external, separate information resource such as a PDF file, spreadsheet or audio/visual file. In this case, do not use to describe the containing HTML file itself.

IL.validtil		
Metadata Element		
	Name	IL.validtil
	Definition	The date/time when a product should be removed from a registry or index, expressed in Coordinated Universal Time (UTC).
	Examples	<meta name="IL.validtil" content="1997-04-30">
Value Description		
	Type	datetime (based on W3C profile ISO 8601)
	Layout	YYYY-MM-DD[Thh:mm[:ss[.sss]]Z]
	Value Enumeration Set	Not applicable
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		This element should not be used if the document has an indefinite lifespan. The W3C profile of ISO 8601 indicates if a date is specified, year, month and day are all required. Time is optional; if included, hours and minutes are required, while seconds and fractions of seconds are optional.

IL.vitalrec		
Metadata Element		
	Name	IL.vitalrec
	Definition	An assertion that the resource is or is not categorized as a vital record by the originating agency.
	Examples	<meta name="IL.vitalrec" content="true">
Value Description		
	Type	boolean
	Layout	Not applicable
	Value Enumeration Set	*Boolean Values*
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		A vital record is that information that is needed to restore an enterprise to full operation following a catastrophe; or for records essential to protect the legal and financial rights of the government or the individual directly affected by its activities. Specify "true" when applicable. Omit or specify "false" when inapplicable.

3.2 Extension Metadata Elements

This section contains the metadata element definition tables for the extension metadata elements.

IL.analysistool		
Metadata Element		
	Name	IL.analysistool
	Definition	The name and version of an analytical/software tool used to process the data in the resource.
	Examples	<meta name="IL.analysistool" content="CASE EXEC version 3.1"> <meta name="IL.analysistool" content="ARC View v1.1">
Value Description		
	Type	text
	Layout	Not applicable
	Value Enumeration Set	Not applicable
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		Specify a single value, a comma-delimited list of values, or multiple metadata elements. If inapplicable, omit this element or specify a value of "none."

IL.datetime.point		
Metadata Element		
	Name	IL.datetime.point
	Definition	An instant in time (expressed in Coordinated Universal Time) associated with the collection, processing or exploitation of data.
	Examples	<meta name="IL.datetime.point" content="Collection:2004-01-22T21:02:03Z"> <meta name="IL.datetime.point" content="Exploitation:2004-01-25"> <meta name="IL.datetime.point" content="Processing:2004-01-30T01:02:03.012Z">
Value Description		
	Type	qualified datetime
	Layout	*Intelligence Cycle Activities*:YYYY-MM-DD[Thh:mm:ss.sssZ]
	Value Enumeration Set	*Intelligence Cycle Activities*
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		The W3C profile of ISO 8601 indicates if a date is specified, year, month and day are all required. Time is optional; if included, hours and minutes are required, while seconds and fractions of seconds are optional. Specify a single value, a comma-delimited list of values, or multiple metadata elements. If inapplicable, omit this element or specify a value of "none."

IL.datetime.range		
Metadata Element		
	Name	IL.datetime.range
	Definition	The segment of time between two time points (expressed in Coordinated Universal Time) associated with the collection, processing or exploitation of data.
	Examples	<meta name="IL.datetime.range" content="Collection:2003-12-15T01:02:03.012Z-2004-01-25T13:02:00.123Z"> <meta name="IL.datetime.range" content="Processing:2004-01-25-2004-01-26"> <meta name="IL.datetime.range" content="Exploitation:2004-01-26T14:06:00Z-2004-01-26T18:06:01Z">
Value Description		
	Type	qualified datetime range
	Layout	*Intelligence Cycle Activities*:YYYY-MM-DD[Thh:mm:ss.sssZ]-YYYY-MM-DD[Thh:mm:ss.sssZ]
	Value Enumeration Set	*Intelligence Cycle Activities*
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		The W3C profile of ISO 8601 indicates if a date is specified, year, month and day are all required. Time is optional; if included, hours and minutes are required, while seconds and fractions of seconds are optional. Specify a single value, a comma-delimited list of values, or multiple metadata elements. If inapplicable, omit this element or specify a value of "none."

IL.designatedactivity		
Metadata Element		
	Name	IL.designatedactivity
	Definition	The name of an activity, exercise, or operation with which the resource is associated.
	Examples	<meta name="IL.designatedactivity" content="Exercise:Global Guardian"> <meta name="IL.designatedactivity" content="Operation:Enduring Freedom">
Value Description		
	Type	qualified text
	Layout	*Operational Activity Types*:Activity Name
	Value Enumeration Set	*Operational Activity Types*
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		Specify a single value, a comma-delimited list of values, or multiple metadata elements. If inapplicable, omit this element or specify a value of "none."

IL.itype.subdiscipline		
Metadata Element		
	Name	IL.itype.subdiscipline
	Definition	An Intelligence Type sub-discipline used in the collection and analysis of the data and preparation of a resource.
	Examples	<meta name="IL.itype.subdiscipline" content="MASINT:Radar"> <meta name="IL.itype.subdiscipline" content="MASINT:Materials "> <meta name="IL.itype.subdiscipline" content="MASINT:Materials:CBRNE">
Value Description		
	Type	qualified code(s)
	Layout	*Intelligence Disciplins*:*Intelligence Sub-Disciplines* or *Intelligence Disciplines*:*Intelligence Sub-Disciplines*:*Intelligence Sub-Discipline Techniques*
	Value Enumeration Set	*Intelligence Disciplines* *Intelligence Sub-Disciplines* *Intelligence Sub-Discipline Techniques*
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		Specify a single value, a comma-delimited list of values, or multiple metadata elements. If inapplicable, omit this element or specify a value of "none." Sub-disciplines are specific to an intelligence discipline type.

IL.reportphase		
Metadata Element		
	Name	IL.reportphase
	Definition	The stage of reporting as determined by the amount of detailed exploitation and time necessary to produce the desired resource.
	Examples	<meta name="IL.reportphase" content="MASINT:Phase I">
Value Description		
	Type	qualified code(s)
	Layout	*Intelligence Disciplines*:*Reporting Phases* or *IC Organization Acronyms*:*Reporting Phases*
	Value Enumeration Set	*Intelligence Disciplines* *IC Organization Acronyms* *Reporting Phases*
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		This metadata element should only occur once. The phase vocabulary may be unique to an Intelligence discipline or organization; therefore, a qualifier is used to provide context for the content.

IL.requirement		
Metadata Element		
	Name	IL.requirement
	Definition	A tasking requirement identifier, qualified by the associated requirement system.
	Examples	<meta name="IL.requirement" content="QAB.1234567"> <meta name="IL.requirement" content="MRS:XX-0000-01"> <meta name="IL.requirement" content="RMS:QAB.1234567" <meta name="IL.requirement" content="DIA.RFI:123-456-ABC">
Value Description		
	Type	text (optionally qualified)
	Layout	Requirement System Number or *Intelligence Requirements Management Systems*:Requirement System Number or *IC Organization Acronyms.Local Request Types*:Requirement System Number
	Value Enumeration Set	*Intelligence Requirements Management Systems* *IC Organization Acronyms* *Local Request Types*
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		Specify a single value, a comma-delimited list of values, or multiple metadata elements. If inapplicable, omit this element or specify a value of "none." Organizationally derived priority requests or requests for information (e.g., local request type) are optional.

IL.sensor		
Metadata Element		
	Name	IL.sensor
	Definition	The nomenclature of a sensor used in the collection process.
	Examples	<meta name="IL.sensor" content="(U) Sensor A">
Value Description		
	Type	text
	Layout	Not applicable
	Value Enumeration Set	Not applicable
Relationship		
	Related Metadata Reference	Not applicable
	Type of Relationship	Not applicable
Comments		Specify a single value, a comma-delimited list of values, or multiple metadata elements. If inapplicable, omit this element or specify a value of "none." The content must be preceded by a portion mark and space if the sensor nomenclature is classified. When possible, use unclassified nomenclature for sensors.

Appendix A Points of Contact

David Martin-McCormick
David.M.MartinMcCormick@ugov.gov
martimc@cia.ic.gov
703-874-8122

Appendix B Configuration Management

This information sharing data standard is configuration managed by the Office of Director of National Intelligence. It is expected to change over time in response to the needs and requirements of users.

The submission, review, and processing of changes requests shall follow the change management process defined by the ODNI's information sharing data standard governance body. Proposed change requests shall be submitted to the point of contact listed in Appendix A.

Appendix C Change History

Version	Date	Purpose
1.0	July 2008	Initial release